



AMERICAN CONNEMARA PONY SOCIETY

Document Number: INSP-P02

DATE: 1999
SUPERSEDES: new

SUBJECT: Inspections Operations Sub-Committee
Policies and Procedures

I. Operations Sub-Committee Purpose

Based on recommendations from the Inspection Committee, Operations plans Inspection route, arranging all sites, site managers, lodging and transport of Inspectors during the tour. Provide timely publication and tabulation of all Inspection Documents and Schedule.

II. Length of Service

Operations Chair will serve a minimum of 2 consecutive years to maintain continuity to the Inspection Program. Following transfer of job, the retiring Chair will serve in an advisory position.

III. Committee Members

The Operations Sub-Committee may be composed of any interested ACPS member. Site Mother, ACPS Secretary (or representative there of) and Chair will be standing positions.

IV. Duties of the Operations Chair

- Open communication with Inspection Committee and Inspection Committee Chair.
- Contact Regional Chairs, informing them of upcoming Inspection Tour.
- Contact breeders in proposed Tour Area to determine Inspection Sites & Site Managers.
- Determine most expeditious Inspection Route, based Inspection Committee recommendations.
- Prospective Guest Inspector(s) will be reviewed by the Committee and ACPS President and be invited jointly by the ACPS President and Inspection Committee Chair (s).
- Provide Guest Inspector(s) with a tentative schedule, ACPS Standards of Inspection and Inspection Guidelines.
- Arrange lodging and transport of Inspectors during Inspection Tour (*exception: Inspectors are to make their own travel arrangements to the predetermined starting and end points*).
- Obtain a list of American and Guest Inspector (s) from Certification Committee and provide them with the details (maps, lodging arrangements, site information, points of contact, etc.) of the upcoming Inspection Tour.
- Update Inspection Nomination Forms, based on information supplied by the Inspection Committee, for publication in the American Connemara (May/June Issue).
- Report to the ACPS Board of Governors and General Membership (in September) the status of the current tour and present a summary of the previous and future tours. [Jointly presented with Inspection Committee Chair (s)]

V. ACPS Secretarial Duties pertaining to Inspection Tour

- ACPS Secretary or appointed representative must attend the ACPS Annual Inspections.
- The Secretary will be responsible for organization of Inspection paperwork, scribing during the Inspection Process and for producing the Passports.
- The Secretary will be responsible for receiving the "Nomination Forms", mailing Inspection Information Booklet" and Veterinary Forms to Inspection Participants.

VI. Site Mother Duties

- Provide support and information for site managers, including a list of basic site requirements (restrooms, shelter from inclement weather, Inspection worksite).
- Maintain communication with site managers to keep them advised of any changes pertaining to site requirements; number of ponies to be expected and additional people (Health papers for off premises ponies



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may be required by site managers).

- It is suggested that the Site Managers be contacted a minimum of 3 times during Tour planning: 1) Initial contact after site determination; 2) 1 month prior to tour; 3) 1 week prior to start of tour to tie up any loose ends;
- Answer any questions as they arise in regard to Inspection Site needs.
- Provide suggestions to Inspection Committee regarding Sites.

VII. Operations Sub-Committee Paperwork/Publicity

- Update "Inspection Information Booklet" and provide copies to the ACPS Secretary (or representative thereof) for distribution to Inspection Tour participants.
- Provide Inspection Tour Information to editor of the American Connemara and ACPS Regional Newsletters for timely publication.
- Post Inspection Tour Schedule on the ACPS Homepage Bulletin Board.
- Prepare, mail and tabulate "Inspection Survey" to participants in tour.
- Distribute and summarize "Inspection Tour Review" to Inspectors following tour.
- Prepare Budget and Financial Reports together with Inspection Committee chair.

VIII. Site Determination

- Recommendations from the ACPS General Membership are welcome.
- Priority will be given to areas that have not been visited recently.
- Ease of transport, availability of Facilities/Inspectors and number of ponies proposed for inspection, will be key factors.

IX. Inspection Procedure

- Upon arrival at the Inspection site, the Team should review the proposed area for suitability with regard to terrain, footing, lighting and other site requirements.
- The Inspection Process may consist of the following phases: 1) Introduction and Explanation of Process to Participants; 2) Inspection Process; 3) Owners/handlers are given their Evaluation Forms following the Inspection and will receive a private full explanation of comments with the pony present. 4) Owners should contact the Chief Inspector with any additional questions.
- During the Inspection Process, the Inspection Liaison will remain with any observers to answer questions regarding the Inspection Process

X. Operations Timetable

January

- Submit final report of previous Inspection Tour to Inspection Committee Chair, including financial report.
- Prepare Budget for Board Meeting.
- Inspection Committee begins review of list of prospective Guest Inspectors.

March

- Report to Board of Governors, in conjunction with the Overall Inspection Chair (s).
- Operational aspects of the previous tour including: Financial Report, Budget, Revisions and Status of pending tour, listing proposed sites/site managers, if known.



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- o ACPS President and Inspection Committee Chairs invite proposed Guest Inspector;
- o After initial contact of Guest Inspector(s) is made by the ACPS President and Inspection Chair, provide the Guest Inspector with a tentative schedule.
- o Finalize sites/site managers.
- o Contact Regional Chairs, informing them of the upcoming tour.
- o Place notices in appropriate Regional Newsletters.
- o Revise Nomination forms and schedule. based on recommendations from the Inspection Committee, for publication in the May/June Issue of the American Connemara (deadline is April 1).

May

- o Post tentative Schedule on ACPS Home Page Bulletin Board.
- o Mail finalized schedule to Guest Inspector *is*) and begin travel arrangements.

July

- o Contact interested parties, reminding them of the upcoming fee deadlines for nomination.
- o Place reminders in the July/August Issue of the American Connemara (deadline June 1), on the ACPS Home Page Bulletin Board and in Regional Newsletters.
- o Maintain contact with Guest Inspector to keep abreast of travel arrangements.
- o Reserve lodging & transport of Inspectors participating in the Inspection Tour.

September

- o Report to the ACPS Board of Governors and General ACPS Membership, on the previous tour and the status of the pending tour.
- o Solicit suggestions for future Inspection Tours from ACPS membership.
- o Annual ACPS Inspection Tour.
- o Mail Inspection Evaluations all participants, site managers, Inspectors, Inspector Candidates, and others present as recommended by the Committee.

November

- o Prepare written Report to Inspection Committee Chair.
- o Begin planning of next Inspection Tour.

Revision History:

Date:	Changes:	Author:
9/03	Revised format to ACPS Template	Charlie Morgan
1999	Prepared by Operations Chair	K. Sparks